# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:
Classification Specification: PARKS FACILITY/PROGRAM MANAGER
Salary Range: NR40 – Management Benefits Level B
Position Description: <u>Senior Center Facility Manager</u>
Incumbent:
Location: Parks & Recreation Department – Senior Activity Center

### **GENERAL PURPOSE:**

Under the direction of the Recreation and Cultural Services Superintendent, plan, organize, manage, and direct comprehensive recreation programs and services at the Senior Activity Center. In addition, plan, coordinate, manage and direct the operations of Senior Center recreational facilities.

Work is characterized by a substantial amount of management, administrative, and supervisory functions in coordinating and directing the facility, programs, activities, and staff of the Senior Center Division. The incumbent is responsible for carrying out supervisory responsibilities in accordance with the City's policies and applicable laws, which includes interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; approving/scheduling leave time; and recommending promotions and/or terminations as appropriate.

Work is performed under managerial direction. The supervisor provides the incumbent with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize staff, manage, and direct a variety of recreational programs, services, and activities of the Senior Center to meet the diverse needs of the community; evaluate special needs and assure the development of new programs, services and activities as appropriate.

Supervise and evaluate the performance of assigned personnel; carry out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and disputes; resolving problems; recommending promotion and disciplinary actions; approving/scheduling leave time; and recommending terminations as appropriate.

Plan, develop, prepare, monitor, and manage annual and supplemental budget recommendations for the Senior Center Division; analyze and control expenditures to assure conformance with budget limitations and established fiscal policies; obtain sources of funding and grants as appropriate.

Coordinate, approve, and monitor contract agreements for concessionaire operations and the use of the Senior Activity Center; assure compliance with contract terms and established City policies.

Plan and organize renting/leasing of the Senior Activity Center facilities; screen and review potential and existing user groups; maintain up-dated rentals/leases and rental/lease rates.

Establish work performance standards, goals, and objectives; review and resolve grievances; monitor and review time cards and payroll.

Analyze and propose functional improvements to staff and divisional organization; establish and develop operational policies and procedures for recreation programs and facilities.

Assure adequate equipment and supplies for the division; analyze productive output to identify improvement needs and forecast requirements for personnel, programs, services, activities, supplies, and equipment.

Inspect and evaluate recreation programs and facilities; formulate recommendations for appropriate additions, replacements, and repairs; investigate complaints/feedbacks regarding recreational programs, services, activities, personnel, and facilities.

Communicate with City administrators, personnel, outside organizations, groups, and schools to coordinate, promote, publicize, and evaluate recreation programs, services, and activities.

Assure the timely and accurate preparation of records, files, and comprehensive reports related to the programs, services, activities, operations, and budget of the Senior Center Division.

Research and apply for outside funding for services and equipment including grant writing, fund raising, and securing donations; administer grant-funded projects and services.

Attend or chair various professional, staff, and committee meetings and conferences; prepare and deliver speeches to park, civic, and community groups as appropriate.

May perform secretarial, clerical, and record-keeping functions as needed.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

## PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES:

#### KNOWLEDGE OF:

- Municipal government organization, operations, policies, procedures, and objectives
- Applicable local, state, and federal laws, codes, regulations, and ordinances
- Principles and practices of governmental budgeting, accounting, and grant funding; and

- purchasing procedures and practices including preparation, management, monitoring, transfers, and reporting
- Principles, policies, and procedures of development and maintenance of a comprehensive Senior Recreation program
- Program and facility organization, operations, policies, rules, and regulations
- Principles and practices of parks and recreation administration and program management
- Recreational needs of the community, community organizations, and resources
- Statistical and cost analysis
- Contract administration including rental and lease agreements
- Principles and practices of administration, management, supervision, and training
- Record-keeping techniques and research methods
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Current literature, trends, and development in the field of parks and recreation
- Methods, principles, and practices of effective conflict resolution
- Correct usage of English grammar, spelling, punctuation, and vocabulary

#### SKILLED IN:

- Organizing and expressing ideas effectively through the use of oral and written communications
- Using interpersonal skills effectively in a tactful, patient, and courteous manner
- Applying principles and practices of management, administration, supervision, and training
- Developing and implementing Senior Center programs and events
- Fund development and grant writing

### **ABILITY TO:**

- Plan, organize, and manage the programs and operations of the Senior Center Division
- Develop, monitor, and manage the division budget
- Analyze community recreational needs and recommend appropriate programs, services, and activities
- Estimate and project costs and expenditures
- Develop program funding and obtain and administer grants
- Develop and implement goals and objectives of the assigned division
- Train, supervise, and evaluate personnel
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Organize work to meet schedules and timelines
- Maintain records and prepare reports
- Read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, and legal documents or governmental regulations
- Write reports, business correspondence, and procedure manuals
- Effectively present information and respond to questions from City Council, top management, clients, customers, the general public, and/or public groups
- Respond to common inquiries and/or complaints/feedbacks from customers, regulatory agencies, or members of the business community
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; and draw and interpret bar graphs
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Respond to call-out after normal work hours for emergency work; and be on stand-by after

hours and on weekends/holidays as needed

- Work independently and make decisions using broad guidelines
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic backgrounds
- Work effectively on several projects concurrently

# EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Recreation Administration or a closely related field; and

Experience: Three (3) years of increasingly responsible professional recreation experience

including one (1) year of experience in a lead or supervisory capacity.

Or: In place of the above requirement, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

## LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- First aid/CPR certification, or the ability to obtain within six (6) months of employment

## MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer, printers, telephone, cellular phone, pager, fax and copy machine, calculator, projector, and Dictaphone.

The incumbent may also be required to operate a VCR, video camera, camcorder, digital camera, 35 mm camera, and/or audio slide machine.

# PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

### WORKING CONDITIONS:

Work is performed in an office environment; subject to driving to a variety of sites to inspect, observe and attend programs and activities; may be exposed to individuals who are irate or hostile.

The noise level in the work environment is usually moderate in the office to loud at sites.

The incumbent is subject to call-out after normal work hours for emergency work; may also be required to be on stand-by after hours and on weekends/holidays.

SIGNATU	JRES:
---------	-------

Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	 Date	Employee Services Director/Designee	Date

\*\* Note:

This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 3/1/07